



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-346

Date: November 4, 1997

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### SUBCHAPTER 3 FAM 2920 CAREER TRANSITION ASSISTANCE

#### MAJOR CHANGES

1. This subchapter applies only to Civil Service employees of the Department of State. It was prepared by PER/CSP.
2. This subchapter has been revised to comply with final regulations adopted by the U.S. Office of Personnel Management.
3. Section 3 FAM 2921 paragraph c. has been modified to read: “Employees enrolled in the Department’s Priority Placement Program (PPP) *are eligible for career transition assistance through the Career Development Resources Center (CDRC).*”
4. Section 3 FAM 2922.1-1 paragraph a, the first sentence has been modified to read: “*The Career Transition Center, various components of the Bureau of Personnel, and other appropriate sources will work together to provide career transition assistance to displaced and surplus employees.*”
5. Section 3 FAM 2922.1-1 paragraph b, the last sentence has been modified to read: “Employees who wish to be informed of job leads developed by CTC will also have an option of enrolling in the CTC Skills Bank and Job Leads Register.”
6. Section 3 FAM 2922.1-5 paragraph a has been modified to read: “a. Employees will have access to information on Department of State vacancies through the Department’s 24-hour job recording line, *job information kiosks*, and/or electronic transmissions.”
7. Section 3 FAM 2922.1-5 paragraph b has been modified to read: “b. *PER/CSP will take reasonable steps to ensure that eligible employees are notified of Department vacancies, the job requirements and application procedures.*”
8. Section 3 FAM 2922.1-6 is a new section describing the content of vacancy announcements.

9. Section 3 FAM 2922.2 paragraph a and b have been modified to indicate that the Career Transition Center (CTC) is now M/FSI/CTC.

10. Section 3 FAM 2922.3 paragraph a has been modified to read: "a. Guidance for registering for career transition services will be provided to all eligible employees with their RIF *notice*, certification of expected separation notice, *or other official agency certification*."

11. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

12. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2 ).

## FILING INSTRUCTIONS

1. Remove and destroy the text of the old 3 FAM subchapter 2920, (issued under TL:PER-322, dated 8-2-1996; 6 pages total) and replace it with the attached revised subchapter 2920 (6 pages total).

2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:PER-346, and initial.

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**(PER/CSP)**